

MANAGER, CLERK'S ACCOUNTING

Job Code	Pay Grade
18930	150

Nature of Work

This is highly responsible professional accounting and financial work managing the operation of the Clerk of the Circuit Court and Comptroller's (Clerk) fiduciary accounting office. Work involves planning, assigning and reviewing the activity of subordinate supervisory and clerical employees in performing accounting duties and responsibilities. Work includes revenue forecasting, budget development and monitoring and maintenance of fee schedules in accordance with laws and regulations. The employee regularly exercises independent judgment in a variety of work situations including managing accounting and technical activities and related projects. The incumbent reports to the Chief Deputy Director and the Director of the Finance Division.

Minimum Qualification Requirements

- Bachelor's degree in accounting or finance and 5 years experience in professional accounting or finance in a complex integrated financial system including 2 years as a manager or supervisor; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Establishes and maintains financial policy, systems, procedures, and records for fiduciary operations in the Clerk's office and coordinates these activities with other county offices to ensure proper internal controls.
- Disbursements of funds held in trust by the Clerk's office in accordance with judicial decrees, state, federal and local laws and agreements.
- Manages departmental staffing levels, staff development, work planned and performance reviews.
- Resolves problems arising from non-compliance of laws, rules, regulations, and generally accepted accounting principles.
- Prepares or participates in the preparation of various monthly, annual and other periodic reports and financial statements in compliance with all applicable laws and regulations.
- Maintains records of correspondence, financial activities and related departmental functions.
- Coordinates banking activities and investment programs.
- Responsible for budget preparation and monitoring and manages activities related to preparation of budget.
- Recommends changes in computer programs as needed in maintaining financial records.
- Performs related work as assigned

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles and practices, and government accounting and auditing and financial reporting as applied to a large and complex governmental financial management system.
- Knowledge of Florida Statutes, ordinances and laws relating to Clerk's fiduciary responsibilities.
- Knowledge of data processing practices, procedures and equipment.
- Knowledge of and ability to use modern office practices, procedures and software.
- Ability to plan, organize, supervise and train staff at all levels of the organization.
- Ability to maintain effective departmental, inter-departmental, and public working relationships.
- Ability to develop and prepare financial reports and analyses.
- Ability to communicate effectively, orally and in writing.

For official use only

Revised	EEOC Code	Overtime Code
9/14	Officials & Managers	Exempt